

CITY OF BURBANK

STORES HELPER

DEFINITION

Under supervision, to receive, account for and issue supplies, equipment and tools; to store and move supplies and equipment, and to keep a stockroom clean and orderly; and to do related work as required.

ESSENTIAL FUNCTIONS

Receives and checks requisitions, issues tools, supplies, and materials from stockroom; maintains records of stock and enters issuances and receipt of stocks; makes physical check and inventory of stock on hand; makes out requisitions for new materials and supplies; receives merchandise and checks receipts; enters receipts on records and places material in proper stockrooms, area, and containers; answers telephones, types, files, maintains clerical records, keeps records of petty cash, and prepares simple periodic reports on stock; operates a fork-lift; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - clerical and record keeping methods and procedures; common hand tools and ability to use them.
- Ability to - keep accurate records and to make computations accurately and rapidly; lift, move, sort, and store objects of medium weight and varying sizes and descriptions; compare names and numbers accurately; get along well with others, and to deal continuously with other employees, supervisors, and the public; drive a small truck; ability and willingness to do cleaning and maintenance work.

Education/Training: Graduation from high school or equivalent. Some stock or supply experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.